

**Title: Technology Administrator**  
**Department: Administration**  
**Division/Office: Information Technology Office**



Grade 2124; FLSA Exempt position; Category: Classified; Job Code: TEAD; Rev.:07/01/2021

### **General Description**

The purpose of this position is to analyze, evaluate, program, test, and recommend introduction, development, and/or operation of new computer systems, hardware, and programs as deemed necessary by the County.

This position works independently, under limited supervision, reporting major activities through periodic meetings.

### **Duties and Responsibilities**

*The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions as necessary.*

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Evaluates technology needs of County staff and recommend solutions.
- Reviews, evaluates, recommends, and assists in implementation of new tools/technology.
- Resolves advanced issues with computer software.
- Collaborates with County and IT staff to create Requests for Proposal for technology solutions.
- Participates in panels to review bids/proposals for technology solutions and formalize recommendations to management.
- Manages County IT hardware, software and supplies inventory.
- Provides support to various County offices for 3rd party software. acting as liaison between County Office and Software Vendor.
- Manages various IT projects generally involving the research, configuration, and implementation of 3rd party software.
- Performs any necessary technical writing for the department.
- Provides training to County staff regarding various software or as needed in various projects.
- Creates the annual recommended hardware purchase plan.
- Collaborates with other IT staff on projects or county-wide issues.
- Performs related work as required.

### **Minimum Education and Experience Requirements:**

Requires a Bachelor's degree in information technology or closely related field, supplemented by six (6) years of progressively responsible experience in the Information Technology field including risk management, system architecture, network administration and network security, preferably in the public sector; or an equivalent combination of education, training, and experience.

### **Additional Requirements:**

*This Class Description does not constitute an employment agreement between the Kent County Levy Court and an employee and is subject to change by the County as its needs change.*

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Strong working knowledge of relational databases, networking, desktop systems, workflow products, scanning and electronic document storage and retrieval technologies, and project life cycle development; advanced theoretical understanding of current state-of-the-art hardware and software; complete understanding and application of principles, concepts, practices and standards; some knowledge of, and/or willingness to learn web based interfaces, geographic information systems, ISeries and utilities, communication protocols, and network infrastructure; ability to work independently with little supervision; excellent interpersonal and communication skills; regular and timely attendance; performance of duties in safe manner.

Must pass testing for substance abuse and criminal background investigation. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required.

**Americans with Disabilities Act Requirements:**

This is light work requiring the exertion of up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects; work requires crawling, reaching, pushing, fingering, grasping, handling, and repetitive motions; voice communications is required for expression or exchanging ideals by means of spoken work levels, and to receive detailed information through oral communications and/or to make fine distinction in sound; mental acuity is required to make rational decisions through sound logic and deductive processes; physical attendance at work site is required to perform manual tasks, provide immediate service to onsite customers, and supervise or interact with work group; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of a measuring devices, determining the accuracy and thoroughness of work, observing general surroundings and activities; the worker is subject to inside environmental conditions, and atmospheric conditions.

**Special Certifications and License Requirements:**

- Must possess and maintain a valid state driver's license with an acceptable driving history.

**Notices:**

Kent County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management. This is an employment at-will position.

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Employee Acknowledgement